



SITE PLAN CHECKLIST

- Parcel Number
- Property Address
- Legal Description
- North Arrow
- Scale (standard engineering scale)
- Applicant Name and contact information
- Project Name
- Property Dimensions and Shape of Lot
- Size and Location of Existing Structures
- Size and Location of Proposed Structures
- Distance(s) of structures to property line and centerline of right-of-way
- Size and location of utilities
- Parking Plan
- Location of ingress and egress points/driveway
- Lot Coverage calculation
- Dumpster and screening location

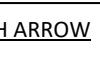
The black and white site map size shall be no smaller than 8½" x 11" or not larger than 11" x 17"



REQUIRED ATTACHMENT:

SITE PLAN

Note: Producing the site plan from this template is preferred, however, the template can be substituted for your own medium (computer aided is acceptable). NOT larger than 8x14.

<u>LOT COVERAGE CALCULATION</u>		<u>PARKING CALCULATION</u>	
a) Footprint(s) of existing structure(s)	SQ FT	Spaces required: _____	
b) Building addition/new structure(s) footprint(s)	SQ FT	Spaces provided: _____	
c) Existing paved area(s) (driveways, walkways, patios, etc.) TOTAL	SQ FT	<u>LOT INFORMATION</u>	
d) Proposed paved area(s)	SQ FT	Parcel #(s): _____	
e) Total Impervious Surface (a+b+c+d = e)	SQ FT	Site Address: _____	
f) Lot Size	SQ FT	Zoning: _____	
g) Lot coverage (e/f x 100 = g)	%	Legal Description (brief): _____	
<u>MAP SCALE</u> (check one)		<u>NORTH ARROW</u>	<u>BACKGROUND INFORMATION</u>
<input type="checkbox"/> Preferred Scale: 1 inch on the map = 20 ft on the ground			Applicant Name: _____
<input type="checkbox"/> Custom Scale: 1 inch = _____			Mailing Address: _____
*Template tie marks are 1 inch apart		Contact Person: _____	Contact Phone: (_____) _____
Created by: _____ Date: _____		(Indicate North)	Applicant Signature: _____ Date: _____